

SNOWSHOE ARCHITECTURAL REVIEW COMMITTEE

PO Box 10, Snowshoe, WV 26209. Phone: 304-572-5850

Committee Recorder: Katie Leitsch

E-mail: kleitsch@snowshoemountain.com

Site Application Not Involving Building Structure For a LIMITED PERMIT

Instructions:

1. Complete all sections below relevant to your project. (Please refer to the design guidelines.)
2. Please submit all plans you have available.
3. Please send photos where necessary.
4. Any questions should be directed to the Architectural Review Committee via e-mail at snarc@snowshoemountain.com.
5. Post approved permit on construction site before beginning construction
6. **No site work is to be performed until a permit is issued!**

GENERAL INFORMATION:

Location of project: _____

911 Address of project: _____

Owner: _____ Cell Phone # _____
Address _____

Phone: _____

Email: _____

Architect Name: _____ Cell Phone # _____

Architectural Firm Name: _____

City: _____ State: _____

Website: _____

Office Phone # _____

Email: _____

On-Site Contractor Contact Name: _____ Cell Phone # _____

Contractor Firm Name: _____

City: _____ State: _____

License #: _____

Office Phone # : _____

Email: _____

Insurance Info: _____

What on-site work, if any, is the applicant asking for permission to perform? Check all that apply and fill in dates.

_____	Paint Exterior	_____	Exterior lights
_____	Out Buildings	_____	Signs
_____	Access Road Construction	_____	Lot Grading/Erosion Control
_____	Tree & Scrub Clearing	_____	Utility Installation
_____	Other, Explain: _____		

Anticipated Preliminary Work Start Date: _____
 Anticipated Preliminary Work Completion Date: _____
 When does the applicant anticipate submitting other Applications to the ARC? _____

Please submit supporting documents.

IT IS YOUR RESPONSIBILITY:

1. To comply with all state building codes and federal guidelines.
2. To contact all applicable utility providers for service and location assistance if excavating.
3. To obtain any necessary permits and comply with all state burning codes. All fires must be attended at all times. **Snowshoe Public Safety and Shavers Fork Fire Rescue must be notified in advance of all permitted burns.**
4. All retaining walls greater than 36" require review and stamped approval by a certified engineer.
5. **To assure that all contractors and sub-contractors conform to all applicable state statutes and can provide evidence of insurance and have a current West Virginia Contractor's License.**
6. **To assume financial responsibility for any damage or injury that occurs to other property or individuals in the course of your project.**

I understand and will adhere to the foregoing REQUIREMENTS and RESPONSIBILITIES listed above.

_____/_____/20____

APPLICANT SIGNATURE

Site Inspection or Visit made By _____ OR Not Required _____

APPROVED BY ARCHITECTURAL REVIEW COMMITTEE ON _____

20_____, by _____

CHAIRMAN

Permit issued to Applicant ____/____/20____